



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION
MAINTENANCE SPECIALIST
(WASTEWATER)
PUBLIC WORKS

Human Resources Department
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GENERAL STATEMENT OF RESPONSIBILITIES

Under limited supervision, this position is responsible for the most complex work in the installation, maintenance and repair of sewer and storm water pump stations. Serves as lead worker. Reports to the Operations Superintendent.

ESSENTIAL JOB FUNCTIONS

Troubleshoots, performs and maintains complex maintenance to pipes, pumps, valves, air compressors, gauges, pressurized piping systems, pump stations to including lubricating bearings, repairing drive shafts, replacing oil and mechanical seals, painting and cleaning stations and setting impeller clearances.

Performs shielded metallic arc welding, wire welding and acetylene and oxygen burning; welds and fabricates parts and tools.

Maintains inventory of spare parts and initiates procurement of replacement supplies and equipment as necessary; makes cost and material estimates; collects data for preventive maintenance system; maintains activity logs and completes work orders and technical reports to include budget preparations, preventative maintenance plans, and special projects.

Reviews work orders, work progress, schedules, and priorities to ensure efficient and effective utilization of personnel and equipment. Receives requests for emergency and unscheduled work and makes arrangements for prompt services.

Performs quality control to ensure repairs and work is done correctly; inspects work of employees for conformance to work plans and standard operating procedures; and responds to customer requests, status updates and complaints; researches issues and resolves as appropriate.

Operates utility body trucks, portable by-pass pumps, valve and welding machines, drill presses, grinders and precision instruments such as calipers, feeler gauges and micrometers.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Maintenance – Comprehensive knowledge of the methods, tools, and equipment used in the repair of structures, mechanical, hydraulic, pneumatic systems and process equipment to include procedures for diagnosing malfunctions as well as the operation and maintenance of assigned vehicles or equipment.
- Customer Service – Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Safety – Some knowledge of current and accepted safety practices and principles to include federal and state safety regulations such as OSHA.

REQUIRED SKILLS

- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees and the public.
- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations; anticipates, identifies and evaluates potentially dangerous, unusual or deviating situations.

REQUIRED ABILITIES

- Engine Repair – Utilizes a variety of shop tools and equipment to perform routine repair work of equipment.
- Communication – Excellent ability to communicate complex ideas and proposals effectively so others will understand to include preparation of reports and work orders. Ability to handle a variety of issues with tact and diplomacy and in a confidential manner.
- Time Management – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

EDUCATION AND EXPERIENCE

Requires a high school diploma and 5-7 years of related mechanic experience in the maintenance and repair of storm water and sewer pump stations and 1-2 years of lead or supervisory experience or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

Requires satisfactory results from a pre-employment medical evaluation.

Requires a valid driver's license with appropriate endorsements and an acceptable driving record.

Must successfully complete the required National Incident Management System (NIMS) Incident Command System Certifications within one year of employment.

The job is considered Essential Personnel and will be required to work during and following natural disasters and emergency situations.

Must provide and maintain a full set of hand tools and locking toolbox.

ENVIRONMENTAL HAZARDS

May risk exposure to extreme noise levels, vibrations, fumes and noxious odors, traffic, and moving machinery.

PHYSICAL AND DEXTERITY REQUIREMENTS

Requires medium to heavy work that involves walking or standing virtually all of the time and involves exerting between 20 and 50 pounds of force on a regular and recurring basis; considerable skill and adeptness in the use of the fingers, hands or limbs in tasks involving close tolerance or limits of accuracy.

SENSORY REQUIREMENTS

This job requires normal visual acuity, and field of vision, hearing, and speaking.